

Office of Financial & Insurance Services Employment Application

In accordance with Michigan Civil Service Rule 1-7, if you are not currently a classified state employee any offer of state employment will be on a conditional basis until you submit and pass a preemployment drug test. If you need special accommodations to attend an interview, contact Human Resources Division, Office of Financial and Insurance Services, at (877) 999-6442.

APPLICANT INFORMATION				
Applicant's Name (Last, First, M.I.)			Social Security Number	
Street Address			Area Code/Telephone No. (between 8 am and 5 pm) ()	
City	State	Zip Code	Drivers License Number	
Do you have a permit to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			If no, explain visa status	
Position Applying For			<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Student Assistant	
EDUCATION AND TRAINING				
Check all appropriate boxes. Attach photocopy of college transcript.		Major		Date of Completion
<input type="checkbox"/>	High School Graduate/GED			
<input type="checkbox"/>	Associate's Degree			
<input type="checkbox"/>	Bachelor's Degree			
<input type="checkbox"/>	Master's Degree			
<input type="checkbox"/>	Other:			
OCCUPATIONAL LICENSES, REGISTRATION, CERTIFICATES				
License/Certificate Issued By	Field/Trade/Specialization	License/Certification No.	Issue Date	Expiration Date
Do you have any concerns regarding overnight travel? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have computer skills? Please list programs you have used.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any felony charges pending against you? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been discharged or suspended by any employer? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any other supplemental employment? If yes, explain.			<input type="checkbox"/> Yes <input type="checkbox"/> No	



Michigan Department of Labor & Economic Growth

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, sexual orientation, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

Visit OFIS online at: www.michigan.gov/ofis

Phone OFIS toll-free at: 1-877-999-6442

EMPLOYMENT HISTORY		
Please list below all work-related experience, starting with most recent employment and working backwards. Provide a detailed description of regularly assigned ongoing duties for each job, including percentage of time spent on each duty. Additional sheets may be attached if necessary. Please attach a current resume to this application.		
Classification and/or Job Title	Dates of Employment From _____ To _____	
Employer	Supervisor Name and Title	
Business Address		Telephone No.
Description of job duties and percentage of time spent on each duty.		
Percent		
%		
%		
%		
%		
%		
%		
100%		
Classification and/or Job Title	Dates of Employment From _____ To _____	
Employer	Supervisor Name and Title	
Business Address		Telephone No.
Description of job duties and percentage of time spent on each duty.		
Percent		
%		
%		
%		
%		
%		
%		
100%		
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

*Please add additional pages, if necessary.

Submit Completed Application, Resume and Copy of College Transcripts to:

Human Resources Division, Office of Financial and Insurance Services,
Department of Labor & Economic Growth
P.O. Box 30224
Lansing, Michigan 48909

Email: OFIS-employment@michigan.gov

APPLICANT CERTIFICATION: I certify that all information above is true and complete and I agree and understand that any falsification of material facts will result in forfeiting any rights to consideration for employment with the Office of Financial and Insurance Services or possible dismissal, if discovered after I have been hired.

Applicant Signature

Date

